



Sept. 14, 2016

Message From State Superintendent Tony Smith, Ph.D.

Hello,

Some of you may know that our State Board retreat is this week. At last year's retreat the Board set specific goals about desired student outcomes across the K-12 continuum. One area the Board asked for more time to study was defining college and career readiness. After a year of Board study, the passage of ESSA, and a review of great work in districts across Illinois, we are ready to define college and career readiness. Our Board will spend today and tomorrow in dialogue and then vote on a definition of college and career ready. You will find some of the documents we are using in the conversation in the plenary packet, beginning on page 6. I am looking forward to this work and I encourage you to attend virtually or in person to the degree you can.

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Another goal we set last year focused on assessing the school readiness of every kindergartener. As we implement the KIDS assessment this fall I want you all to know how much I appreciate your work on this. Superintendents, teachers, support organizations, and researchers all worked together over the last year to develop an approach that is attainable and that everyone is committed to doing. This effort will help us increase our advocacy for high-quality early learning for every child in Illinois. Click here for more information on this initiative. I'm looking forward to learning from you what insights you gain, what works in this process, and any areas we need to adjust as we move to full implementation.

Finally, congratulations to the new members of our <u>Student Advisory Council</u>! I am very excited to meet the students this week and see what topic they choose to explore this year. These students have demonstrated great leadership in their schools, and we will benefit from their ideas and suggestions. Engaging with students is an important part of the work we do to improve educational opportunities across the state.

Have a great week! Tony

Upcoming ISBE Dates and Deadlines

Please note this is not a complete list of events, meetings, and deadlines. For questions, call the Illinois State Board of Education at (866) 262-6663 or (217) 782-4321 or visit the agency's official website at http://www.isbe.net.

- Informational Webinar Illinois Classroom Connectivity Initiative Sept.13-14 (https://cc.readytalk.com/r/o9cmvo7v0vwi&eom)
- State Board of Education Meeting Sept. 14-15 (http://www.isbe.net/board/pdf/2016-board-meetings.pdf)
- Deadline to submit U.S. Senate Youth Program Application Oct. 5 (<u>www.isbe.net/spec-ed/pdfs/42-60-hearst.pdf</u>)
- Deadline to submit comments regarding ESSA State Plan Draft #1 Oct. 7 (<u>www.isbe.net/essa</u>)
- ISBE offices closed for Columbus Day Oct. 10
- State Board of Education Meeting Oct. 20 (http://www.isbe.net/board/pdf/2016-board-meetings.pdf)
- Part 1 (Public Schools Evaluation, Recognition and Supervision) and Part 650 (Charter Schools) Public comment ends Oct. 24
- Deadline to submit FY 2017 School District Budget/Joint Agreement Forms to ISBE Oct. 31 (www.isbe.net/sfms/budget/default.htm)
- **ISBE offices closed for Election Day** Nov. 8
- ISBE offices closed for Veterans Day Nov. 11
- State Board of Education Meeting Nov. 18 (http://www.isbe.net/board/pdf/2016-board-meetings.pdf)
- **ISBE offices closed for Thanksgiving** Nov. 24-25
- **FY17 NCLB/ESSA Monitoring Instrument** Nov. 30 (available Sept. 30)
- **FY17 NCLB/ESSA Title I Comparability Analysis** Nov. 30 (available Sept. 30)
- State Board of Education Meeting Dec. 15 (http://www.isbe.net/board/pdf/2016-board-meetings.pdf)
- ISBE offices closed for Christmas Day Dec. 26
- ISBE offices closed for New Year's Day Jan. 2, 2017
- Postmark deadline for waiver applications to be considered by the General Assembly in spring 2017 –
 Jan. 13, 2017 (See www.isbe.net/isbewaivers/default.htm for public notice requirements for all waiver requests.)

Those Who Excel

Meet Illinois Teacher of the Year Finalist Candace Hamilton of Whiteside SD 115

Initially, Candace Hamilton didn't seriously consider teaching as a profession. Although she always enjoyed playing school with her girlfriends as a child, her parents encouraged her to dream big so Candace decided to become a doctor. She spent eight years going



to school to learn her chosen profession of being an optometrist. She practiced for two years, but after her dad passed away she lost her drive for it and opted to stay home with her children while they were young. Her role as a mom helped awaken her passion for

teaching and she set her sights on becoming the best teacher she could be!

Candace is now in her 12th year of teaching science. The past eight of those years have been at Whiteside Middle School in Whiteside School District 115 in Belleville. She earned her National Board certification in 2012. Her principal says that Candace is an excellent collaborator who is committed to maintaining a dynamic student-centered learning environment. Candace is also recognized as an outstanding mentor for other educators and she frequently presents at Professional Learning Communities meetings. One of Candace's colleagues says, "Candace balances professionalism and compassion with students, parents, and staff. Students are her first priority and she sees that all of her students succeed."

Candace has received several grants that she uses to fund projects like the Children's Energy Book STEAM project. During the project, eighth-graders work collaboratively to write and design a book for younger students to educate them about forms of energy, energy transformation, and alternative energy resources. The eighth-graders fully embrace this activity because they really like educating and interacting with younger students. The project doubles as a service learning project because the books are ultimately donated to one of two centers in the area that help children. Candace describes her teaching style like this: "My students are empowered to learn not only by watching, but by doing and then teaching others."

Candace is one of our 10 finalists for Illinois Teacher of the Year, which we will name at the Those Who Excel banquet in Normal on Oct. 22.

State Funding and Forecasting

FY 2017 General State Aid Claim is Final

The fiscal year 2017 General State Aid (GSA) claim has been completed and is now final. Districts may view their calculation of entitlement and payment schedule in GSA Inquiry. In FY 2017, districts receive the greater of (A) their FY 2016 payment plus a share of the new \$250 million equity grant pool or (B) their FY 2017 GSA claim. For those districts where option A is the greater amount, the difference between FY 2017 claim and the larger FY 2016 payment plus equity grant appears in the calculation of entitlement as the Stop/Loss Adjustment. This portion of the claim was first applied in the payment made on Aug. 20 and will continue throughout the year. If you have questions about your GSA claim, you are welcome to contact staff in the State Funding and Forecasting Division. Please call (217) 782-0249 or email Ethelene Ferdinand eferdina@isbe.net.

Grant Accountability & Transparency Act

FY 2017 Indirect Cost Rates

In accordance with a Delegation Agreement between the U.S. Department of Education and the Illinois State Board of Education (ISBE), and pursuant to its authority under the Grant Accountability and Transparency Act (GATA) and administrative rules, the Governor's Office of Management and Budget has granted ISBE an exception to the federal Uniform Guidance and GATA regarding the determination of indirect cost rates that may be utilized by all grantees that receive a state award

or federal pass-through award for grant programs administered by ISBE.

Local Education Agencies (LEAs) may utilize either the indirect cost rate the LEA negotiates annually with ISBE (school districts) or the statewide average indirect cost rate calculated by ISBE (Regional Offices of Education, Intermediate Service Centers, special education cooperatives, area vocational centers, charter schools, and university laboratory schools approved by ISBE). These LEAs will also utilize the ISBE-established indirect cost rates for state and federally funded grant programs administered by other state agencies.

Not-for-profit agencies, community/faith-based organizations, and for-profit entities may utilize the state-wide average indirect cost rate calculated by ISBE for all state and federal grant programs administered by ISBE. Colleges and universities will be restricted to a maximum indirect cost rate of 8 percent or other indirect cost rate calculated by their cognizant federal agency, whichever is less, for state and federal grants administered by ISBE. These non-LEA entities may choose to negotiate a separate indirect cost rate to utilize for state and federally funded grant programs administered by other state agencies.

The indirect cost rates calculated by ISBE for LEAs and non-LEA entities are found at www.isbe.net/GATA/pdf/gata-indirect-rates-fy17.pdf.

If you are a non-LEA that needs information about applying for an alternate indirect cost rate through the State of Illinois Centralized Indirect Cost Rate System to utilize with other state agencies, go to www.illinois.gov/sites/GATA/Grantee/CentralizedIndirectCostSystem/Pages/default.aspx.

Notice of State Award and Grant Agreement Pages in eGMS - NEW

All FY 2017 state and federal grants in the electronic Grants Management System will incorporate the new Notice of State Award (NOSA) and Grant Agreement pages. Specific conditions are reflected in the NOSA as a result of the Fiscal Internal Control Questionnaire (ICQ) and Program Risk Assessment grantee responses. Per the requirements of GATA, please be advised that a required component prior to FY 2017 grant execution is grantee acceptance of the specific award conditions as well as the terms, conditions, assurances, and grant exhibits in the Grant Agreement.

IMPORTANT: ISBE is currently reviewing the specific conditions assigned to grantees as a result of the responses from the ICQ and Program Risk Assessments. ISBE is meeting with other state agencies to discuss the appropriate course of action to implement specific conditions in the NOSA, including evaluation of grantee risk and the necessity of imposing additional specific award conditions. Your organization will be kept advised of the decisions, adoption of administrative rules, and ISBE's implementation plan in this regard. Depending on the specific condition, you will be notified how you can provide evidence of your organization's corrective actions to ISBE or your state cognizant agency according to the timeframe indicated in the NOSA. If you have questions regarding the specific conditions and ISBE's implementation plan, please contact your grant consultant. All other inquiries can be directed to GATA@isbe.net.

Grantees completing their GATA registration should have received an automated notification to complete the ICQ. Separately, each grantee was also required to login via the ISBE IWAS portal and complete the Programmatic Risk Assessment. The completion status of these important steps can be accessed at www.isbe.net/GATA/pdf/gata-grantee-status-report.pdf. If specific conditions are not present in the NOSA section, this indicates that either the ICQ and/or Program Risk Assessment has not been submitted and/or approved. Guidance for resolving grantee registration issues can be found under the Prequalification and Registration Status header on the ISBE GATA website at www.isbe.net/GATA/default.htm.

Grantee Status Report

A new grantee status report has been created and can be accessed at www.isbe.net/GATA/default.htm by clicking on the "GATA Grantee Status Report" under the "Prequalification and Registration Status" tab. Please reference this link to assess your organization's completion of the GATA requirements needed for FY 2017 grant execution. ISBE will update this frequently, so please refer back to this report for the latest information.

As reminder, each grantee must complete the following:

- Registration Complete on the GATA website at www.illinois.gov/sites/GATA/Grantee/Pages/ default.aspx.
- 2. Fiscal Internal Control Questionnaire (ICQ) After completion of the registration process, an automated email will provide a link to access the grantee's State of Illinois ICQ form, which must be completed and submitted.
- 3. Program Risk Assessment Access via the IWAS login portal and choose the GATA Risk Assessment System. A DISTRICT ADMIN-level user must submit the GATA Risk Assessment. The GATA Risk Assessment application link will not be available to all users. Users with district-level accounts should request access to the system internally from their administrator. Technical assistance regarding system access steps can be directed to the ISBE Help Desk at (217) 558-3600.

Grantee registration and submission of the ICQ and Program Risk Assessment are required to be completed one time by each grantee and are good for one year.

Please refer to the following data elements in the GATA Grantee Status report:

- 1. RCDT Region-County-District-Type Code for each ISBE grantee.
- 2. Local Education Agency Name Generic label to describe each ISBE grantee.
- DUNS Number Used for Grantee Registration

 This is the nine-digit Data Universal
 Numbering System number entered by the grantee at GATA registration.
- 4. Grantee Registration Overall status of registration. If status is not indicated as "Complete," refer to the adjoining columns to remedy registration issues.
- 5. Illinois Secretary of State Standing If status indicates "Not Applicable," no further action is necessary. For status indicating "Unknown," ISBE will notify you of appropriate action (if applicable).
- 6. SAM.gov Account Status If status is "Expired" or blank, please refer to the

guidance for activating or creating a SAM.gov account provided at http://www.isbe.net/GATA/default.htm under the Prequalification and Registration Status heading.

- Fiscal Internal Control Questionnaire If blank, please complete Grantee Registration. If status indicates "Unsubmitted," please complete and submit the ICQ.
- 8. Program Risk Assessment If status indicates "Not Started" or "Started," please complete and submit via IWAS to ISBE.

Every Student Succeeds Act

ESSA State Plan #1 Reader's Guide Available; Comment Submission Deadline Extended

The draft of the Illinois' ESSA State Plan #1 was presented to the Board at its meeting on Aug. 25. The draft is available at www.isbe.net/essa. A Reader's Guide has also been made available to help better understand and form questions regarding the ESSA State Plan draft.

The draft provides information on accountability, assessments, and statewide system of support, among other topics, for all schools in Illinois. There is a series of questions on topics throughout the plan where ISBE requests additional insight from the field. ISBE encourages individuals to read the plan and share their ideas, critiques, and potential solutions.

When submitting comments, please include the name of individual and/or organization, section number, and page number. All comments should be submitted to essa@isbe.net no later than Oct. 7.

Round Two of Statewide Listening Tour – *October date added*

ISBE, with assistance from Regional Offices of Education, is hosting a second round of listening tour meetings to collect feedback on ESSA. Meetings are currently being held across the state to provide overview information on ESSA and allow participants to share their ideas on the draft state plan.

For additional information and to download a detailed schedule, please visit http://isbe.net/essa/.

College and Career Readiness

Dual Credit Survey

In partnership with the Illinois State Board of Education and the Illinois Board of Higher Education, the Illinois Community College Board (ICCB) is conducting a survey on dual credit throughout the state. With your input, ICCB can assess the effectiveness of creating postsecondary master's programs and certificates to assist high school teachers with obtaining the proper credentials to teach dual credit courses. Survey responses allow ICCB to continue to improve dual credit offerings in high schools and support students who seek to participate in dual credit coursework. The survey should only take approximately fifteen minutes and your responses are completely confidential.

Any questions regarding the survey can be directed to Dr. Ashley Becker at <u>Ashley.becker@illinois.gov</u>.

Thank you in advance for your assistance in this important endeavor. Your input is greatly appreciated!

Please complete the following survey no later than Oct. 14:

www.surveymonkey.com/r/statewidedualcreditqual16.

Family Engagement

Webinar: Setting the Landscape for Meaningful Family Engagement

This webinar offered participants the opportunity to assess needs and build a common understanding for what it takes to build meaningful pathways for family engagement that are linked to learning and healthy development.

Participants were able to learn practical ways to build partnerships with families. They also learned about research-based tools and resources that can be used to help guide their work. To view a recording of the webinar, please visit

https://attendee.gotowebinar.com/recording/42978198 06341137668.

For more information on the resources and information discussed in this webinar, please visit www.isbe.net/family-engagement/html/overview.htm or http://iarss.org/foundational-services/family-engagement/.

Charter Schools

Non-Curricular Health and Safety Requirements

The Non-Curricular Health and Safety Requirements Applicable to Charters were updated effective Sept. 1 and have been posted to www.isbe.net/charter. ISBE advises charter schools and charter school authorizers to evaluate their charter agreements to ensure full compliance with Public Act 99-0325. Charter schools also remain subject to all federal statutory and regulatory requirements applicable to public schools as well as any section of the Illinois School Code and its implementing regulations made expressly applicable to charter schools by the Charter Schools Law.

Questions should be directed to <u>charter@isbe.net</u> or call Charter Schools at (217) 524-4832.

Special Education Services

Illinois LRE Data Cohort 7

The ISBE Special Education Services Division is accepting applications from districts that are interested in participating in the Seventh LRE Data Cohort, an opportunity for engagement in long-range planning and a facilitated district-level data-driven improvement process regarding supports and services for students with individualized education programs (IEPs) in the general education environment for 80 percent or more of the school day.

The nature and purpose of the LRE Data Cohort is to provide districts with a process to analyze and synthesize their quantitative and qualitative data to fulfill the core belief of Individuals with Disabilities Education Act (IDEA), in which students with disabilities who have IEPs are educated to the fullest extent in the general education environment with their nondisabled grade level peers. District senior leaders will assemble a diverse leadership team to participate in three working seminars over a period of 12 months; the first session will take place in December. Details

can be found at www.isbe.net/spec-ed/html/lre-data-cohort.htm.

District senior leaders who are interested in the Illinois LRE Data Cohort 7 will be supported by ISBE staff through conference calls, webinars, seminars, and onsite technical assistance. To apply and be considered for the LRE Data Cohort 7 process, please contact Andrea Shryock at (217) 782-5589 or via email at ashryock@isbe.net by Oct. 3.

Expanded and Equitable Focused Monitoring

The reauthorization of ESSA has ushered in a significant opportunity to re-examine the way states IDEA. The U.S. Department of Education (ED) now requires State Education Agencies to give greater weight to academic indicators than to other indicators; to use additional measures to meaningfully differentiate among schools; and to assist districts in improving conditions for learning. Furthermore, ED's Office of Special Education Programs advises the formation of a State Systemic Improvement Plan (SSIP) that builds the capacity of school districts to improve results for students with disabilities. The SSIP has as its focus an emphasis on improved outcomes over simple compliance and advocates the use of tiered interventions, targeted strategies, and inclusionary practices in general education to begin to close the achievement gap between students with disabilities and their grade level peers without IEPs. This sharpened focus on student performance and students' ability to transition successfully to a career, training, or college will result in a statewide monitoring effort that will encompass the specifics of ESSA and SSIP.

ISBE's current Focused Monitoring program, through which districts are held accountable for the placement of students with disabilities inside the general education environment, has entered a period of adjustment and recalibration; thus, ISBE will not be selecting districts and schools using the means of focused monitoring to address educational environment (EE01). However, the districts and schools that are completing the Year of Correction and Year of Change will continue to be monitored over the next two years.

During the 2016-17 school year, the Special Education Division will enhance the focused monitoring program

to incorporate results-driven accountability, the requirements of the ESSA, and the tightly interrelated vision, mission, and goals of ISBE.

Details of this enhancement are in the discussion stage and will be published in the near future. Questions or comments should be directed to Robert J. Kroll, division supervisor, ISBE Special Education Services Division in Chicago, at (312) 814-5560 or rkroll@isbe.net.

Federal and State Monitoring

NCLB/ESSA Monitoring Instrument and Title I Comparability

The FY 2017 No Child Left Behind/Every Student Succeeds Act (NCLB/ESSA) Monitoring Instrument will be available for completion and submission in the IWAS system **beginning Sept. 30**. The due date is Monday, Nov. 30.

All districts receiving NCLB/ESSA funding are required to submit the document every year. As before, the previous year's information will be imported to the document, and the district should ensure its accuracy before submitting. Each "Comment/Proof Indicator" will need to have a comment that identifies the documents that support your answers or clarifies your "yes," "no," or "N/A" response. You will not be able to submit the form without providing an answer in each box.

There is a sample list of comments or proof indicators for each question on the Federal and State Monitoring website at www.isbe.net/ea/word/proof indicators.doc.

The Title I Comparability analysis will be available for completion and submission in the IWAS system **beginning Sept. 30**.

Any new Title I directors, coordinators, or their staff who work with the Comparability document are encouraged to attend the **Title I Directors' Conference in Springfield at the Crowne Plaza on September 19–21** this year. A training session for the NCLB/ESSA Title I Comparability document is being presented.

Districts that are "exempt" will continue to select the "Exempt" radio button and then "Submit." Their submittal requirements will have been met when the superintendent submits it.

An updated "Comparability User's Guide" for FY 2017 is located on the menu bar of the comparability application and on our <u>Federal and State Monitoring</u> website.

All districts receiving Title I funds must complete the document. Failure to comply will result in frozen program funds and a recovery of expenditures of Title I funds in buildings where they are determined to be non-comparable.

Questions concerning the Title I Comparability or the Monitoring Instrument should be directed to Federal and State Monitoring at (217) 782-7970 or FSM@isbe.net.

Illinois Green Ribbon Schools

Applications Available for Illinois Green Ribbon Schools Program

The Illinois Green Ribbon Schools program recognizes schools that are leading the way to promote sustainability and environmental education. Working in partnership ISBE, USGBC-Illinois is accepting applications from schools that integrate best practices in energy, water and waste management, healthy school environments, and environmental education. Winning applications for the Illinois Green Ribbon program demonstrate progress and achievements in each area of the three pillars:

- 1. Reduce environmental impact and costs;
- 2. Improve the health and wellness of schools, students, and staff; and
- 3. Provide environmental education, which teaches many disciplines, and is especially good at effectively incorporating STEM, civic skills, and green career pathways.

Applications are scored by a panel of individuals with strong backgrounds in the three pillars. The top scoring schools are submitted to the U.S. Department of Education's Green Ribbon Schools Program for consideration at the national level.

Click <u>here</u> to complete the 2017 Green Ribbon Schools application. For more information, visit www.usgbc-illinois.org/index.php?s=green+ribbon.

Nutrition and Wellness Programs

USDA Announces Availability of Farm to School Grants for FY 2017

On Sept. 13, the U.S. Department of Agriculture (USDA) announced that up to \$5 million in grant funds is available to help schools create or strengthen farm-t-school programs this school year. Administered by USDA's Food and Nutrition Service, these annual, competitive grants will help further USDA efforts to increase locally sourced foods in America's school meals.

Farm-to-school programs help form healthy habits and support local economies. The local foods offered through farm-to-school programs help school meal programs fulfill the updated school nutrition standards with appealing and diverse offerings. According to the 2015 USDA Farm to School Census, schools with robust farm-to-school programs report reductions in food waste; higher school meal participation rates; and increased willingness of the students to try new foods, notably fruits, and vegetables. In addition, in school year 2013-14 alone, schools purchased more than \$789 million in local food from farmers, ranchers, fishermen, and food processors and manufacturers.

The USDA's Farm to School Grants make these outcomes possible by funding school districts, state and local agencies, Indian tribal organizations, agricultural producers, and non-profit organizations in their efforts to increase local foods served through child nutrition programs, teach children about food and agriculture through garden and classroom education, and develop schools' and farmers' capacities to participate in farm to school. The funds may be used for training, supporting operations, planning, purchasing equipment, developing school gardens, developing partnerships, and implementing farm to school programs.

The Farm to School Grant Program was authorized in the Healthy, Hunger-Free Kids Act of 2010. To date, USDA has funded 300 projects in all 50 states, the District of Columbia, and the U.S. Virgin Islands. Since its inception in FY 2013, more than \$20 million has been awarded through the Farm to School Grant Program. This year, awards ranging from \$20,000 to

\$100,000 will be distributed in four different grant categories: Planning, Implementation, Support Service, and Training.

Applications are due by Dec. 8. On Thursday, Sept. 29, the USDA will host a webinar to review the Request for Applications and assist eligible entities in preparing proposals. Visit the grants homepage for more information and to register for the webinar.

Healthier Meals Cooking Classes Offered for Nutrition Programs Staff

Registration is underway for Healthier Meals Cooking Classes, which are offered through ISBE's Nutrition and Wellness Programs Division.

Those working with the Child and Adult Care Food Program, the National School Lunch Program, and the School Breakfast Program are all welcome to attend the classes, which are partially funded with a USDA Team Nutrition Grant. ISBE administers the federal programs in Illinois.

The child nutrition program classes are free and available at Kendall College Culinary School in Chicago, Lincoln Land Community College Culinary Institute in Springfield, and Kaskaskia College Culinary Arts in Centralia. There are nearly 30 classes scheduled from September through December, covering three different levels of techniques and skills. For more information, a schedule of classes, and registration, visit http://isbe.net/nutrition/default.htm or

http://webprod1.isbe.net/cnscalendar/asp/eventlist.asp. Space is limited. If you have any questions, call ISBE's Nutrition and Wellness Programs Division at (217) 782-2491.

In Brief

Upcoming Events

• The Department of Children and Family Services Clinical Division, in conjunction with Prevent Child Abuse Illinois, has arranged a viewing of the documentary "Paper Tigers" later this month. Educators, foster parents, law enforcement, community partners, and social service providers are invited to the screening. To see a short overview of the documentary visit https://acestoohigh.com/2014/12/02/paper-tigers- <u>trailer-a-peek-into-documentary-about-lincoln-high-school/</u>. For screening dates and locations, please contact Rita Houston at (773) 371-6488 or Rita.Houston@illinois.gov.

• USGBC-Illinois and the Center for Green Schools invite communities to take action with schools for the fourth annual **Green Apple Day of Service** on Sept. 24. K-12 students, teachers, and administrators are encouraged to plan a school sustainability project and work with community volunteers to create positive environmental change. Each school will identify a low- or no-cost environmental project that fulfills an unmet need such as planting school gardens, cleanups, e-waste, or recycling. Learn more and find project ideas and tool kits at greenapple.org Sign up and be assigned a local project mentor at usgbc-illinois.org/events/green-apple/.

Grant Opportunities

Action for Healthy Kids is accepting School
Grants for Healthy Kids applications from
Illinois schools with active parents and PTAs for
the 2016-17 school year. The deadline is Sept. 16.
Visit actionforhealthykids.org/grants for more
information.

Employment Opportunities

• Watch for vacancy lists and find instructions for applying on ISBE's Human Resources webpage at http://www.isbe.net/hr/Default.htm. 3.